



TOWN OF CARY
invites applications for the position of:
PLANNER I / PLANNER II

An Equal Opportunity Employer

SALARY: \$26.94 - \$49.01 Hourly
\$56,035.20 - \$101,940.80 Annually

OPENING DATE: 12/30/22

CLOSING DATE: 01/18/23 11:59 PM

DESCRIPTION:

The *Town of Cary* is seeking passionate and inquisitive professionals to share in our goal of creating the Local Government That Doesn't Exist. At the *Town of Cary*, our employees work together to positively impact lives through exceptional service. We are recruiting for either a Planner I or Planner II to perform challenging professional work in a variety of assignments which may include plan and rezoning review, demographic research, sign permit review, zoning verification letters, researching ordinance information and working in areas of comprehensive planning. Position will involve written and oral communication to various audiences including Town Council, boards, commissions, and the public. This position will work both independently and in a team environment across multiple departments with some daily direction. Successful candidates will have the desire to collaborate in a fast-paced, evolving environment and must be able to adapt to change through continuous learning while empowering others through shared knowledge. This position is ideal for applicants wanting to gain experience in a variety of development related planning functions, in one of the premier local governments in the United States.

Work is performed under the general supervision of senior members of the staff and requires independent judgement and discretion in the performance of duties. Specific duties and requirements are determined by the area of assignment.

TYPICAL TASKS:

- Reviews development plans and plats (major and minor) for non-residential, mixed-use, and residential sites;
- Applies ordinances regarding zoning and development;
- Assists in the facilitation of public meetings, open houses and inter-governmental meetings;
- Answers questions for citizens, developers, and other town staff regarding planning projects including land use and zoning matters;
- Assists in the research for various programs related to transit, land use, design guidelines, transportation-related plans and other small area plans;
- Uses GIS and other software programs;
- Issues sign permits for all permanent signs; works with sign contractors, developers and business owners on sign issues;
- Provides staff support to the Zoning Board of Adjustment; prepares variance and appeal requests and presents cases to the Board;
- Processes applications for special use permits, variance requests and development plans requiring approval through the Zoning Board of Adjustment. Coordinates with other staff members to prepare the required reports;
- Works with the Inspections and Permitting Department on verification of building setbacks as needed. Works with individual home owners and/or contractors on encroachment issues including variances and director's modifications.
- Performs other job-related tasks as required.

- Specific duties may vary based on the area of assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the philosophies, principles, practices and techniques of land use planning, planning research, zoning, and annexations; general knowledge of municipal planning, landscape architecture practice, and urban design; general knowledge of the Development Ordinance and its applications; general knowledge of the sources of data and information; general knowledge of the use of personal computers and common office software; general knowledge of GIS systems; ability to read and interpret ordinances, statutes, plans, blueprints, etc.; ability to plan, organize, supervise, and carry out complex research projects effectively and simultaneously; ability to present the results of research effectively in oral, written, and graphic form; ability to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies, and members of the general public.

MINIMUM AND PREFERRED QUALIFICATIONS:

Requires any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in urban planning, landscape architecture, or a closely related field and some experience in professional planning. A graduate degree in a related field may be substituted for years of experience.

Requires a valid driver's license with an acceptable driving record.

Preference will be given to candidates that have the following:

- Ability to work on a variety of tasks while being extremely organized and detail oriented
- Desire to seek out, foster, and implement change
- Desire to build collaborative groups within the organization
- Ability to learn and adapt in an agile environment
- Effective oral, written, and interpersonal communication skills with a customer service focus
- Plan review experience
- Permit application review experience (signs and zoning related)
- Experience reviewing rezoning requests
- Experience interpreting and researching ordinances
- Experience writing staff reports and making presentations to public officials
- American Institute of Certified Planners (AICP), Certified Zoning Official (CZO), or other related professional certifications

Requires drug testing and background check (which may include criminal check, education verification and credit history review) prior to employment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.townofcary.org>

Job #23-01750
PLANNER I / PLANNER II
RP

OUR OFFICE IS LOCATED AT:
316 N. Academy Street, Human Resources
Cary, NC 27513
919-469-4070
anise.mcnelliejones@townofcary.org

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PLANNER I / PLANNER II Supplemental Questionnaire

- * 1. Do you have a bachelor's degree in urban planning, landscape architecture, or a closely related field?
 Yes No

- * 2. Do you have a master's degree in urban planning, landscape architecture, or a closely related field?
 Yes No

- * 3. Do you have professional planning experience? If yes, details must be included in the work experience section of your application.
 Yes No

- * 4. Do you have direct experience in developmental plan review? If yes, details must be included in the work experience section of your application.
 Yes No

- * 5. Do you have direct experience reviewing rezoning requests? If yes, details must be included in the work experience section of your application.
 Yes No

- * 6. Do you have experience interpreting and researching ordinances? If yes, details must be included in the work experience section of your application.
 Yes No

- * 7. Do you have direct experience with preparing written staff reports or executive summaries and making presentations to public officials regarding development plans and/or rezonings? If yes, details must be included in the work experience section of your application.
 Yes No

- * 8. Please describe your interest or specialty area with the Planning field.

- * 9. Briefly describe a planning issue that is important to you and explain why it is important.

- * 10. Do you currently possess certification from the American Institute of Certified Planners (AICP), Certified Zoning Official (CZO), or other professional certifications related to the position? (Certifications and licensures must be listed on the application.)
 Yes No

* Required Question